



## How to change your Password (User)

**Step 1:** Click on Profile Tab

The profile tab will display your profile details, no matter where you are in the system.



Edit profile: Assessor455

Username	<input type="text" value="Assessor455"/>
First name*	<input type="text" value="Assessor"/>
Last name*	<input type="text" value="Smith"/>
Email *	<input type="text" value="pockett.donotreply@gmail.com"/>
Phone	<input type="text" value="01788 834 669"/>
Mobile	<input type="text"/>
Time zone	<input type="text" value="(UTC) Dublin, Edinburgh, L"/>
Weekly Action Reminder	<input checked="" type="checkbox"/>
Primary role	<input type="text" value="Assessor"/>

**Step 2:** Select Edit Password

Change Password

Old password

New password

Confirm new password

**Step 3:** Type in your old password and then new.

Click Save Password.

You will then see this message